





Easy Read Medication Management Policy

Why we have this policy

 We want everyone at Soaring Sparrows to stay safe when taking medication.

 Staff will not give or manage medication unless they are a credentialed carer.

Who this is for



Participants



Families or guardians



Credentialed carers (trained health or care professionals)



Staff, volunteers, and contractors


What some words mean


◆ *Medication:* Any medicine, prescription or over-the-counter




◆ *Self-Administration:* Participant takes their own medication



◆ *Credentialed Carer:* A trained professional who can give medication 

◆ *Family Support:* A parent, guardian, or family member helps with medication 

◆ *Emergency Situation:* A serious reaction to medication needing urgent help 

Our promise

- ✓ Keep participants safe with medication 🛡️
- ✓ Only allow medication to be managed by participants, family, or credentialed carers ✓
- ✓ Staff will watch and report issues but will not give or prompt medication ✗ 💊

What we do

1 Assessment of Medication Needs

- 📄 Support Coordinators check if participants need medication while using services
- 📋 Make plans for self-administration, family support, or credentialed carers

2 Communication

- 🗣️ Participants or families must tell staff about medication needs before programs
- 📞 Report any concerns to the Director


3 Monitoring and Observation


- 👁️ Staff may watch participants take medication
- ✗ Staff do not help unless it is a medical emergency 🚨
- 📄 Report any problems to family, responsible person, or credentialed carer

4 Documentation

- 📁 Note any medication issues in case notes
- 📄 Record if participant needs extra help planning their medication schedule

5 Emergency Situations


 If a participant has a serious reaction (e.g., allergy, overdose)


 Call emergency services immediately


 Follow emergency procedures



Who does what


 **Participant** – Manage their medication safely or get support

 **Family/Guardian** – Help participant and tell staff about changes

 **Credentialed Carer** – Give medication safely if authorised and report issues

 **Staff** – Watch, report issues, follow emergency steps, but do not give medication

 **Director** – Make sure staff know their responsibilities and follow the policy 

 This is your Easy Read guide to **Medication Management**.
If you want the full policy, please ask us.